

Reference:	PO/PMW/CD
Country:	CHAD
Job Title:	WASH Programme Manager

Contract Grade: B

Contract Length: 2 years (negotiable)

Date Needed By: 10th May 2015

New Post or Replacement: Replacement

Accompanied / Unaccompanied: Unaccompanied

Exact Job Location: Goz Beida, Chad (with possibility to relocate to new base in 2016)

Reports To: Programme Coordinator

Responsible For: WASH Deputy Programme Manager and Civil Engineer (directly) and WASH team of 9 (indirectly)

Liaises With: Internal: FIM Programme Manager, Health & Nutrition Programme Manager, Monitoring, Evaluation, Advocacy & Learning (MEAL) Manager, ACD-P, Base Manager, General Systems Manager, HR Manager, Country Financial Controller and CD

External: Target communities, relevant government departments and technical services; Cluster and other organizations working in the same sector

Job Purpose: The WASH Programme Manager, who will be based in Goz Beida, will support the Deputy PM in the implementation, management and development of the WASH component of Concern's larger Community Resilience to Acute Malnutrition (CRAM) Programme in eastern Chad; and manage the CRAM Engineer. S/he will enhance programming and managerial skills of key Concern staff on the programme team and ensure close integration with the other programme teams. S/he will build on and strengthen Concern's working relationship with relevant line Ministries. The WASH Programme Manager will carry out assessments and lead on the implementation of emergency response programmes when necessary.

Main Duties & Responsibilities:

Programme Cycle Management

- Participate in programme proposal development, taking a lead on WASH activities, including the global proposal, logical frameworks, results frameworks, implementation plans, M&E plans and budget, and participate in reviews and revisions as necessary during the life cycle of the programme.

- Ensure that all aspects of the WASH programme design and on-going implementation, including M&E and mainstreaming activities, are closely integrated with the rest of the CRAM programme.
- Support the WASH DPM in preparing and implementing programme activity plans that correspond to the approved donor proposals and budgets.
- Support the WASH DPM in identifying and implementing amendments to the planned activities as part of a Result Based Management approach.
- Review and supplement narrative reports on programme activities prepared by the WASH DPM for internal management purposes and for donors, HO in Dublin etc.
- Prepare complete, accurate and realistic budgets for donor proposals and as part of Concern's regular internal budget procedures, ensuring that all activities are fully and accurately budgeted, liaising with other PMs and support departments as appropriate, and closely involving the WASH DPM.
- Ensure all expenditure is authorised and spent in accordance with Concern's internal procedures.
- Ensure the allocated budget is utilised effectively and any necessary adjustments are requested in a timely manner.
- Monitor monthly management account reports from Finance to ensure that expenditure is being accurately recorded and to avoid any unjustified under- or over-spends, working closely with the WASH DPM.
- Review and supplement monthly reports prepared by the WASH DPM on expenditure v. budget to the Country Management Team, explaining any variances.
- Work with the MEAL PM and WASH DPM to ensure all aspects of WASH activities adhere to programme quality standards and policies (research, PM&E, accountability and mainstreaming), including international standards, in a coherent and integrated manner.
- Ensure that the WASH programme activities are accurately reflected in the integrated M&E plan, identifying activities to be monitored and data to be collected, in collaboration with the WASH DPM and MEAL Manager.
- Ensure the highest standards of accountability through ensuring good communication and information sharing within and outside the programme and enabling staff and beneficiary participation at all stages of the PCM.

Technical support

- Oversee the hygiene promotion element of the integrated programme ensuring synergies and integration with other behavioural change activities in the programme being implemented as part of the Health & Nutrition and FIM elements of the programme.
- Support the team in developing Hygiene Promotion strategies and in designing innovative participatory approaches
- Provide supervision of the engineering activities, ensuring that the works are completed in accordance with programme objectives and in line with the programme approach.
- Support the DPM and the Civil Engineer in developing and documenting written protocols and standard operating procedures for the drilling and construction programmes
- Support the DPM and the Civil Engineer to prepare and to manage the drilling subcontractors, ensuring that the contracts in place are of good quality and that the work is being implemented in accordance with the agreed contract.

Capacity Building

- Design, plan and implement a capacity building plan for all relevant Concern Chad staff on key elements of the different components of the WASH programme.
- Contribute to the daily capacity building and strengthening of decision making capacities of all relevant Concern Chad national staff.

People Management

- Manage the WASH DPM, and support them in managing the WASH team so as to create an environment conducive to a proficient and effective implementation of the set activities.
- Contribute in collaboration with the WASH DPM to the capacity building and career development of WASH team members, with the objective of developing the individuals but also to create and support a strong senior national staff team within Concern.
- Provide technical support and on-going on-the-job training and coaching to staff and support the WASH DPM to do the same.
- Support the WASH DPM in all aspects of HR management (including accurate job descriptions for all positions; thorough induction provision for all team members at the start of their contract and coaching and on-the-job training on an ongoing basis; all staff have SMART objectives and are regularly given performance appraisals through the PDR process).
- Ensure that the WASH DPM fully understands outcomes which are expected of them by setting SMART objectives, that they are aware of the success criteria relating to their work and that they are given regular performance appraisals (as well as feedback on an on-going basis).
- Ensure that the team's members are managed in a way which will meet the organisation's needs in the most cost effective manner possible.
- Support the WASH DPM in ensuring that team members are given appropriate workloads and in identifying and taking appropriate action to fill resource gaps (restructuring the team to reflect changes in workload or launching timely recruitment to replace a leaver).

Representation

- Participate regularly in relevant cluster meetings and other relevant meetings at local and national level.
- Share information on specific WASH activities with other actors (other NGOs, UN agencies).
- Guarantee regular coordination with relevant authorities (Department of Livestock & Hydraulic, Public Health, etc.) and other relevant actors operating in the same sector.

Other:

- Actively participate in collective exercises such as preparation or updates of Preparing for Effective Emergency Response (PEER) plan, Security Management Plan (SMP), Annual / mid-term review and planning meetings, baselines, midlines and endlines when requested.
- Take active measures to address equality issues, particularly relating to gender, in programme as well as operational (eg HR) activities.
- Ensure the highest standards of accountability through ensuring good communication and information sharing within and outside the programme and enabling staff, beneficiary and other stakeholders' participation at all stages of the project cycle.
- Be aware of, understand and comply with all of Concern's policies and procedures (finance, logistics etc).

- Be aware of, understand, comply with and be a model of Concern's HR policies like P4 and Code of Conduct.
- Ensure that every member of the WASH team is aware of, understands and complies with all of Concern's policies and procedures.
- Fully adhere to security protocols and procedures and ensure that all members of the WASH team also do so. Contribute to on-going security management and planning as necessary.
- Produce strategic analysis and plans for programme expansion, including in a new area, if required.
- Actively participate in any emergency response if necessary.
- Undertake other related duties as may reasonably be assigned by the Country Director or the line manager.

PERSON SPECIFICATION

Qualifications & Experience:

Essential

- Minimum bachelor's degree in disciplines related to Civil Engineering and/or Environmental / Public Health, hydrology, biology, or other related discipline
- Minimum 3 years' experience working overseas in private sector or development programmes with a WASH component, with both engineering and hygiene promotion/behaviour change
- Experience of incorporating government in implementation and learning for policy and implementation change
- Experience in working with the most vulnerable populations
- Experience of programme design and PCM
- Experience in managing staff
- Effective data management and analysis skills – basic statistical analysis of programme M+E
- Previous experience in Results Based Management
- Experience of grant and budget management
- Capacity to write high quality proposals, reports, and technical documents
- Knowledge of participatory programme methodologies
- In depth knowledge of development issues including a Rights Based Approach to development

Special Skills, Aptitude or Personality Requirements:

- Fluency and strong report-writing skills in French
- Strong writing skills in English
- Strong team player with a positive attitude
- Leadership skills
- Empathy with Concern's goals and a commitment to capacity building, protection and participation.
- Excellent communication and interpersonal skills
- Cross cultural awareness and sensitivity in the Chadian context
- Ability to live and work in a close team environment
- Good sense of humour
- Good self-motivating capacity and attitude

- Capacity to motivate the other members of the team
- A strong commitment to helping the poorest people in the world to improve their well-being and achieve their goals
- Good capacity to listen to and guide staff members
- Ability to work to deadlines and under pressure
- Good knowledge and command of computer applications i.e. Microsoft word, Excel, power point, communications systems.

Desirable

- Master degree in an appropriate discipline including development studies, social sciences etc.
- Previous experience in a similar role
- Experience in Chad / Sahelian context
- Practical experience in construction of water and sanitation (borehole drilling, hand dug wells, latrines etc.) sanitation facilities and in participatory hygiene promotion methods including PHAST and CLTS.
- Demonstrated knowledge and experience in behaviour change methodology
- Experience of working with multi-disciplinary teams and knowledge of integrated programming
- Proven ability to link programmes to the private sector
- Experience in implementing income generating schemes targeting the poorest and most vulnerable
- Experience working in an insecure and volatile environment
- Experience with HIV&AIDS and gender mainstreaming, disaster risk reduction, and emergency preparedness
- Emergency response experience
- Recognized qualification in training or capacity building
- Experience of capacity building with partner organisations
- Previous Concern experience
- Previous experience of donors such as Irish Aid, ECHO, OFDA, DIFD and/or EU.

Any Other Special Requirements:

n/a

All applications should be submitted through our website at <https://jobs.concern.net> by closing date. CV's should be no more than 4 pages in length.

Due to the urgency of this position, applications will be short listed on a regular basis and we may offer posts before the closing date.

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.

Concern has a Staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to

clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context staff have a responsibility to the organization to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Programme Participant Protection Policy and the Concern Staff Code of Conduct as an appendix to their contract of employment. By signing the Programme Participant Protection Policy and the Concern Staff Code of Conduct candidates acknowledge that they have understood the contents of both the Concern Staff Code of Conduct and the Programme Participant Protection Policy and agree to conduct themselves in accordance with the provisions of these two documents.

Concern receives a substantial amount of funding from external donors each year. Increasingly donors are introducing requirements whereby future funding is conditional on Concern ensuring that the names of any new employee or volunteer do not appear on terrorism lists generated by the European Union (List of person, groups and entities to which Regulation (EC No. 2580/2001 applies), the US Government (Office of Foreign Assets Control list of specially designated Nationals and Blocked Persons) and the United Nations (Consolidated List). Any offer of employment (either paid or voluntary) with Concern Worldwide will not be made pending a clearance check being conducted on the applicant. For additional information please consult our web site or contact the Human Resource Division in our Head Office.

Concern Worldwide is an equal opportunities employer and welcomes applications from all sections of the community.
